

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-179

OPENING DATE: 1 June 2007

CLOSING DATE: 18 June 2007

ANTICIPATED FILL DATE: 22 Jul 07

POSITION TITLE AND NUMBER

Administrative Officer (Exc/Indef)
MD # 2741-02L, PDCN 70617000

UNIT/ACTIVITY AND DUTY LOCATION

HQ, 105th Engineer Battalion
NCARNG, Raeford, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0341-09 \$45,106.00 – \$58,636.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 EXT 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable. *Transcripts must be submitted for substitution of experience.*

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 24 months of specialized experience)* that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of management practices.
2. Ability to plan, organize and coordinate work.
3. Ability to supervise and manage personnel.
4. Skilled in dealing with others in a work relationship to present information orally and in written form.
5. Ability to coordinate ranges, training areas and prepare training events.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Officer position within HQ 105th Engr Bn is mandatory. (Off: Branch: 01A, 42B; Branch Immaterial, Predominate AOC or Branch of the Organization)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in a Battalion (Bn) or Squadron (Sqdrn) size headquarters of the Army National Guard (ARNG). The purpose of the position is to serve as an advisor in the areas of legal, medical, personnel and logistical operations. Under the direction of the Officer in Charge (OIC) or Commander, this position oversees and ensures the accomplishment of work performed in the areas of personnel management, administration, and public relations. Develops, implements and evaluates the administrative, personnel and logistics policies for the battalion. Serves as the primary advisor for the command in the areas of legal, medical, personnel actions, and logistical operations. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion/squadron level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System (EPMS). Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Responsible for planning and coordination of health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration. Plan for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develop and implement tactical standard operating procedures for personnel and logistics. Ensures compliance with the Command Supply Discipline Program and Command Maintenance Discipline Program. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Executes and/or oversees the duties of the Property Book Officer. Analyzes and/or prepares the logistics and equipment readiness areas of the battalion/squadron level organizational readiness report. Advises the commander of equipment on hand and equipment readiness issues. Directs the maintenance priority of support to unit equipment. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel and equipment authorizations. Oversees and/or maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of hand receipt listings. Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the formal accounting of ammunition for the purpose of force protection or ceremonial activities. Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Provides guidance to staff officers, commanders and full time employees in policy and procedure changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer accession plan to include state and federal officer commissioning programs, direct commission, interstate transfers, and other component transfers. May serve as a liaison with the Reserve Officer Training Corps (ROTC), for officer accessions. Provides oversight of the completion of initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative, supply and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Makes day-to-day decisions for the commander in the areas of personnel and equipment assignments. Investigates and recommends, as directed, appropriate action on incidents such as property loss or complaints involving the units or assigned members. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories etc. Provides guidance and funds management oversight for all decentralized logistic funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. Serves as the approving official for government purchase card expenditures. May be required to represent the National Guard and the unit Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the National Guard and their role in the community and in national defense. Plans, organizes and assigns work to employees engaged in administrative,

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personnel or supply work assigned at the command level. Provides technical assistance and guidance to unit level administrative and logistical personnel. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Approves and disapproves leave. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Acts to resolve disciplinary problems, or forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position management principles are adhered to and position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from specialist when more technical answers are required. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974